

GENERAL DEFINITION OF WORK:

Performs difficult paraprofessional work analyzing and evaluating various information regarding positions with the County and School divisions, maintaining, updating and creating classification descriptions, does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Analyzing and evaluating jobs and employees; recommending adjustments; preparing and completing various forms and reports; writing and revising various classification specifications and descriptions.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs job analyses and evaluations of County and School Division employees.
- Interviews incumbents and supervisors.
- Collects and analyzes data for classification reviews and market studies from a variety of sources.
- Makes recommendations for classifications and salary adjustments, documenting findings.
- Coordinates creation and updating of job descriptions.
- Coordinates the processing, recording and reporting of compensation related actions.
- Assists with management and administration of direct compensation for all personnel.
- Assists in identifying key competencies, enabling individuals to perform current/future jobs; assists with development of succession planning, job sharing and related issues.
- Prepares or completes various forms, reports, correspondence, turn-over analysis, salary surveys, presentations or other documentation for external sources.
- Prepares annual School division classification and compensation report; conducts annual market pay and benefits studies for both County and School division.
- Assists County and School division manages in creatively solving difficult problems in the areas of classification, compensation, staffing and organizational development.
- Conducts desk audits; performs job analysis; evaluates jobs, determining the appropriate pay grade.
- Writes and revises classification specifications and job descriptions.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of accepted methods and practices of classification and pay, employee relations, testing and selection and training; general knowledge of the organization and administration of County government; ability to present ideas effectively, both orally or in written form; ability to prepare and maintain detailed and technical records; ability to research, collect, organize and analyze data, and to prepare technical reports and recommendations; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university and considerable experience in human resources.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires kneeling, standing, pushing, pulling, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Required to be a Notary Public. Must pass a criminal background check and credit history check.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____	Name_____
	Signature_____
Date_____	Supervisor_____
	Signature_____